

**Agenda Summary**  
**May 22, 2024**

**Item A-5**  
**Special Event Application – Sound of Music**

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**Summary:** The Vermont Symphony Orchestra, in partnership with Stowe Performing Arts and Trapp Family Lodge, has submitted a special event application for *The Sound of Music: In Concert*, held at Trapp Family Lodge on Thursday June 20, Friday June 21, and Saturday June 22, 2024, with setup beginning on June 18. Performances run from 7:30pm-9:30pm. There is also a 2:00pm matinee performance on June 22. "Doors" will open approximately 1-2.5 hours before the performance.

**Hours:**

Thursday, June 20: 5:00pm - 10:00pm

Friday, June 21: 5:00pm - 10:00pm

Saturday, June 22: 12:00pm - 10:00pm

They have sold out and expect up to 2,000 attendees in good weather. They have sold 1,400 tickets per performance, as well as 600 "sunshine" tickets. In the event of rain the concert will be held indoors in Burlington. Parking will be on the gravel lot at the outdoor center, as well as the grass lot southeast of the outdoor center wedding meadow. Stowe PD and EMS do not provide coverage for this event.

**Town Plan Impact:** N/A

**Fiscal Impact:** N/A

**Recommendation:** Approve the special event application as submitted, on the condition that there be no parking on the public roadway.

# Town of Stowe Special Event Permit Application



1. Name of Event: \_\_\_\_\_
2. Date(s) of Event: \_\_\_\_\_
3. Location of Event: \_\_\_\_\_
4. Hours of Event: \_\_\_\_\_
5. Event Organizer (Contact person): \_\_\_\_\_

Address	Phone Number	Email Address
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If this is a new event to Stowe, and the Organizer has done similar events in the past, Organizer must provide three references, with contact information, from other communities in which you have hosted events. At least one of these references must be the municipality where an event was held and one must be the landowner where an event was held. If Organizer has not held similar events they should provide three personal references.

6. If the Event Organizer will not be on-site the day of the event, name & phone number for contact person for the day of the event: \_\_\_\_\_
7. Event Sponsor (organization putting on event): \_\_\_\_\_

Address	Phone Number	Email Address
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8. Property Owner (If not Sponsor): \_\_\_\_\_

Address	Phone Number	Email Address
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If Event Organizer is not the Property Owner, please attach proof of owner's consent to use property, unless applying to use Town Property.

9. Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Please attach any promotional information – schedule, poster, flyer etc.)

10. Use of Town Owned Property/Streets Requested (**attached Recreation Field Use Forms**):

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11. Anticipated Attendance: \_\_\_\_\_

Public Assembly Permit is required for attendance of 2,000 or more. Permit application & information can be found at <http://vsp.vermont.gov/permit/assembly>

12. Number of Staff/Volunteers that will be in attendance: \_\_\_\_\_

13. If food and/or beverage is to be provided, please describe: \_\_\_\_\_

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If alcohol will be served, all vendors must have Liquor Permits filed through Vermont Department of Liquor and Stowe Town Clerk (253-6133).

**14. Please contact Stowe Police Chief Donald Hull (802)253-4329 and EMS Director Scott Brinkman (802)253-9060 to determine if coverage is required by their Departments for your event and attach the completed *Special Event & Traffic Detail* form (Appendix A) and *Emergency Services* form (Appendix B). If coverage is not required by these Departments, attach the form indicating that coverage is not required. **Application is not considered complete unless these forms are attached.****

15. Attach site plan indicating event location/layout, state and local highways, entrances/exits, traffic flow patterns, parking and surrounding land uses.


16. Will there be any form of amplified entertainment (i.e. music) at the event? \_\_\_\_\_

If yes, describe and mark location on site plan: \_\_\_\_\_

17. The Selectboard must approve all signage for Special Events. Please include all proposed signage with this application. No off-site signage will be allowed except for directional signage. Directional signage must include directional information and may be posted in the public right-of-way up to seven (7) days before the event. Attach a map that includes location of all proposed directional signage.

18. A Certificate of Liability Insurance demonstrating \$1 million of general liability insurance per occurrence, \$2 million aggregate must be provided to the Town. If the event is held on Town Property the Certificate must name the Town of Stowe as additional insured. Certificate of Insurance must be filed with the Town at least ten (10) days prior to the event.

19. I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

 \_\_\_\_\_  
Signature Printed Name of Applicant Date

**File application with the Town Managers Office at least thirty (30) days prior to the event accompanied by a \$25.00 application fee. Each event will require a separate permit.**

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***For Office Use Only***

Fee Received: \_\_\_\_\_ Certificate of Insurance Received: \_\_\_\_\_

Department Head Review: \_\_\_\_\_ Police & EMS Forms Received: \_\_\_\_\_

Selectboard Review on \_\_\_\_\_ Application has been  approved  denied

Conditions of approval by the selectboard: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Will Fricke

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**From:** Patrick LeBlanc <undertow@vermontel.net>  
**Sent:** Tuesday, May 14, 2024 12:26 PM  
**To:** Will Fricke  
**Subject:** [EXTERNAL] Police presence for VSO: Sound of Music at Trapp

On April 29, I spoke with Chief Hull with Stowe PDM and he stated that they have not been involved with traffic or security at Trapp Meadows events for years.

Patrick LeBlanc  
Technical Director  
Vermont Symphony Orchestra  
undertow@vermontel.net  
802.289.3846

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